

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE

Tuesday, September 8, 2015

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

**** PLEASE NOTE DATE ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of August 10, 2015.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Child Support – Accounting Technician - Vacated – 9/4/15.
2. Child Support – Clerk/Typist I (x2) - Vacated – 9/4/15.
3. Human Services (CTC) – Director of Nursing – Hospital - Vacated – 8/14/15.
4. Human Services (CTC) – Medical Transcriptionist (.5 FTE) - Vacated – 8/28/15.
5. Human Services – Secretary - Vacated – 1/2/15.
6. Human Services – Social Worker/Case Manager (APS) - Vacated – 8/21/15.
7. Public Safety Communications – Communications Supervisor - Vacated – 8/17/15.
8. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 9/2/15.
9. Veterans – Veterans Benefits Clerk - Vacated – 9/8/15.
10. Zoo & Park Management (NEW Zoo) – Housekeeper I - Vacated – 8/30/15.
11. Public Works (Highway) – Operations Manager - Vacated – 8/3/15. *Held for one month.*
12. Public Works (Highway) – Superintendent - Vacated – 8/4/15. *Held for one month.*

Legal Bills

13. Review and Possible Action on Legal Bills to be paid.

Communications

14. Communication from Supervisor Schadewald re: This communication is my request for a statement of Robert's Rules of Order – Parliament Procedure be provided to each County Board Member.
Referred from August County Board.
15. Communication from Supervisor Erickson re: Review this situation. Eliminate in-house PHA's and use the annual physician physicals to be submitted by Sept. 1st each year. And maybe extend the physical results from your personal doctor to October 1st this year. *Referred from August County Board.*

16. Communication from Supervisor Evans: To place a “Just Cause” standard back into the employee handbook and ordinances in order to provide reassurance to Brown County employees if terminated, there will be a fair and just process followed. “Just Cause” is defined as a progressive discipline process such as a verbal warning, written warning, suspension, and/or termination (or automatic termination if the situation is warranted). *Referred from August County Board.*
17. Communication from Executive Committee Chair Lund re: Discussion regarding changes to 2015 employee health insurance plan.

Reports

18. County Executive Report.
 - a) Executive Budget Status Financial Report – July 2015.
19. Internal Auditor Report.
 - a) Presentation of the 2014 Comprehensive Annual Financial Report (CAFR), Federal Awards and State Financial Assistance Report and Management Communications by Dave Maccoux, Schenck, SC. (Materials previously distributed)
 - b) Board of Supervisors Budget Status Financial Report – July 2015.
 - c) Monthly Status Update: August 1 – August 31, 2015.
20. Human Resources Report.

Resolutions, Ordinances

21. Resolution re: Reclassification of the Long Term Care Manager in the Human Services Table of Organization.
22. Resolution re: Reorganization of the Table of Organization of the Human Services – Community Treatment Center.
23. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).
24. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).
25. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).
26. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).
27. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Morrison for the Statewide Voter Registration System (SVRS).
28. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).
29. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS). \
30. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).
31. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).
32. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).
33. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).
34. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Town of Denmark for the Statewide Voter Registration System (SVRS).
35. Resolution Supporting the 2016-2017 Memo of Understanding between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).

Treasurer

36. ACTION - Review and approval or rejection of bids for tax deed properties:
(Bid results of 9-4-15 to be handed out at meeting)
- | | | | |
|------------------------------------|-----------------------|-----------|------------|
| a. Parcel 18-523 | 1027 N. Chestnut Ave. | Green Bay | Vacant lot |
| b. Parcel 21-293-1 | 2119 Eastman Ave. | Green Bay | Vacant lot |
| c. Parcel 6-403855 N. Mitchell St. | | Green Bay | Vacant lot |
| d. Parcel 7-326921 Smith St. | | Green Bay | Vacant lot |
37. ACTION - Review and approval or rejection of offers for tax deed properties:
(Offers due 9-8-15 to be handed out at meeting):

Interested Municipality = City of Green Bay

- | | | |
|----------------------------------|------------------|------------------------------|
| a. Parcel 2-501700 Eleventh Ave. | Green Bay | Vacant lot |
| b. Parcel 2-502 | 701 Twelfth Ave. | Green Bay Lot, Home & Garage |

Interested Municipality = City of De Pere

- | | | | |
|-------------------|--------------------|---------|------------|
| c. Parcel ED-2679 | 795 Killarny Trail | De Pere | Vacant lot |
| d. Parcel ED-2688 | 741 Killarny Trail | De Pere | Vacant lot |
| e. Parcel ED-2714 | 2128 Ryan Road | De Pere | Vacant lot |

Interested Party = Adjoining Owners

- | | | | |
|-------------------|-----------------|-----------|-----------------|
| f. Parcel B-99 | Skyview St. | Bellevue | Vacant parcel |
| g. Parcel 2-252-1 | S. Ashland Ave. | Green Bay | 3' Vacant Strip |

38. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), any meeting of a governmental body may be convened in closed session for purposes of: (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
39. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.

Other

40. Such other matters as authorized by law.
41. Adjourn.

Tom Lund, Chair

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, August 10, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisors Patrick Moynihan, John Van Dyck, Patrick Evans, Bernie Erickson, Patrick Buckley and Steven Fewell

Also Present:

Troy Streckenbach (*County Executive*)
Chad Weininger (*Director of Administration*)
Dan Process (*Internal Auditor*)
Paul Zeller (*Treasurer*)
Juliana Ruenzel (*Corporation Counsel*)
Paul Fontecchio (*Public Works Engineering Mgr*)
Jeff Oudeans (*Facility Projects Manager*)
Mike Mushinski (*Land Conservationist*)
Brent Haroldson (*Asst. Corporation Counsel*)

Cathy Williquette (*Register of Deeds*)
Maria Lasecki (*Child Support Administrator*)
Brian Lueth (*LTE Assistant*)
Erik Pritzl (*Director of Human Services*)
John Vander Leest (*Clerk of Courts*)
Supervisor Kaster
News media and other interested parties

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30pm.

II. Approve/modify agenda.

Supervisor Moynihan indicated he would like to take Item 30 following Item 24.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of July 6, 2015.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

Vacant Budgeted Positions (Request to Fill)

1. Administration – Buyer - Vacated – 7/31/15.
2. Airport – Electrician - Vacated – 7/31/15.
3. Clerk of Courts – Clerk II - Vacated – 7/15/15.
4. District Attorney – Legal Assistant I - Vacated – 7/31/15.
5. Human Services – Economic Support Specialist (x2) - Vacated – 7/2/15; 7/17/15.
6. Human Services – Social Worker/Case Manager (x3) - Vacated – 10/14/15; 7/16/15; 8/21/15.
7. Land & Water Conservation – Agronomist Technician - Vacated – 7/31/15.
8. Public Safety Communications – Emergency Management Coordinator - Vacated – 7/21/15.
9. Public Works (Facilities) – Facility Worker - Vacated – 8/14/15.
10. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 7/23/15.
11. Public Works (Highway) – Highway Crew - Vacated – 6/18/15.
12. Public Works (Highway) – Operations Manager - Vacated – 8/3/15.
13. Public Works (Highway) – Superintendent - Vacated – 8/4/15.

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- 14. Register of Deeds – Clerk/Typist III - Vacated – 4/20/15.
- 15. Sheriff's Office – Civil Process Clerk - Vacated – 8/24/15.
- 15a. Corporation Counsel – Administrative Secretary – Vacated 7-16-15.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to suspend the rules and take Items 1-15a together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Erickson, seconded by Supervisor Evans to hold Items 12 and 13 for one month. Vote taken. Ayes: Lund, Erickson, Evans, Fewell, Van Dyck Nay: Moynihan.
MOTION CARRIED 6 - 1

Supervisor Van Dyck stated he did not understand how the fringe benefit calculations are done. He referenced the Airport Electrician position which has a salary of \$64,000 and a fringe benefit calculation of \$19,627 while the Clerk of Courts – Clerk II position has a salary of \$26,000 and fringe benefit calculation of \$20,087. Lund responded that the Clerk of Courts group was smaller and the bigger the group is the smaller the fringe is for insurance. All of the groups in the County are divided up. Director of Administration Chad Weininger added that the number of hours for the position also affects the fringe benefit amounts.

Van Dyck continued that it would be nice to see the reasons employees are leaving as he felt that information would be helpful to the Board. He understood that information could not be provided regarding terminations, but said it would be nice to know the reasons people are resigning. Weininger stated that the Committees are supposed to be getting monthly reports of the vacancies by department that includes the reason employees are leaving. This will help keep each Committee updated with regard to their respective departments. Weininger continued that Human Resources is still working on the exit interview process including looking at ways to capture information before an employee leaves. Weininger will follow up with Human Resources to see where they are in the process of revamping exit interviews.

Clerk of Courts John Vander Leest commented that the fringe benefits are more of an estimate and will depend on whether an employee takes a single or family health insurance plan. He said that Human Resources typically base their figures on family plans. Vander Leest continued that in the Clerk of Courts office, there have been two recent retirements and, in addition, there is one other vacancy leaving three open positions.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 14, 15 and 15a. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Buckley arrived at 5:35 pm.

Legal Bills

- 16. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

- 17. County Executive Report.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to hold until the County Executive arrives. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, this Item was taken following Item 19.

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a) Budget Status Financial Report for June, 2015.

Motion made by Supervisor Van Dyck, seconded by Supervisor Fewell to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

County Executive Troy Streckenbach stated that he is doing final calls for the budget and is looking for feedback from the Board as to items they would like to have addressed so he can try to work them into the budget. He noted that in the past he has tried to address most of the concerns of the County Board prior to the budget being presented which allows for conversations during the budget process.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Internal Auditor Report.

a) Budget Status Financial Report for June, 2015.

Internal Auditor Dan Process indicated that the County Board office is on track with their budget.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

b) Budget Status Financial Report (Veterans' Recognition Subcommittee) for June, 2015.

Process indicated that this was provided to the Committee for informational purposes.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

c) Monthly Status Update: July 1 – July 31, 2015.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Human Resources Report.

a) August Human Resources Report.

Weininger provided the Human Resources report as Human Resources Director Warren Kraft was not available. Weininger advised the Committee that this month the appeals to the class and comp study were supposed to be brought forward to the Committee; however, due to the number of appeals along with ongoing budget process, these appeals will not be brought forward until next month. Weininger also stated that Human Resources will also bring forward information on the pay matrix at the next meeting.

With regard to the Fast Care on-site building, Erickson asked if employees were aware of this as it is supposed to be opening in September. Weininger stated that there are two pending communications; one has to do with Fast Care and the other has to do with the proposed changes approved by Admin and the Executive to the benefit package.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Fewell arrived at 5:45 pm

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Resolutions, Ordinances

20. Resolution Adopting Brown County's 2016 Five-Year Capital Improvement Plan.

Weininger reported that this is a planning document and does not bind the County to any future expenditure. The items outlined in 2016 will be placed in the 2016 budget. He noted that the bonding in 2016 will be lower than it was in 2015.

Evans stated that he understood that some of these items, such as road construction projects, are pretty solid. Weininger stated that in 2020 the items are a little larger because of the southern bypass bridge, but everything else is status quo. He stated that Paul Fontecchio has reviewed all of the streets and has come up with a way to get the County roads to average or better status in the next five years. Erickson added this is a strong wish list and it does change from year to year. Sometimes there is bond money left over from other projects and they are able to use those funds towards these projects. Other times some of the roads become emergencies and projects have to be moved up. Additionally, sometimes savings are realized by milling the roads down and resurfacing which lasts about 10 years. The CIP is a projection of roads that need work but Erickson did not think they would all necessarily come out at the amount listed. Evans stated that he understood that and what he is concerned about is the southern bypass and he asked if this was within the prevue and if the County should be looking to purchase property in the area. Erickson responded that there is already property purchased in a lot of areas for the southern bypass.

Weininger continued that the southern bypass is kind of a chicken and egg situation in that the feds will not act unless the state acts and the state will not act unless the county acts so this is basically saying here is some money set to look at a route, but a specific route has not been designated. This is just earmarking some dollars for the future and is not binding the Board to anything. It is just saying that in 2020 there will hopefully be some type of plan to move forward. Weininger felt it was important to show the state and federal government that Brown County is serious about a bypass by placing the dollars. He also stated that this is more of a long-term strategy and Erickson added that one of the hang ups is a bypass will not connect to I-41 because there would be too many connections in too short of a distance.

Weininger noted that the government needs to know that there is some commitment from the local government to move forward to get a project put on the "shelves" of projects at the state level. In order to get a project on the shelf, there has to be some commitment by the local government and some funds set aside. Evans questioned if the \$95,000 for 2016 for future projects would be for this bypass project and Fontecchio responded that those funds are for engineering for other projects. Streckenbach added that the goal is to have a decision by the federal government as to whether or not they will allow an interstate close to Scheuring or what alternative route they want which will then allow for the state to begin planning the design stages of the road in 2018. Again, the County has to show that it is interested in building a bridge. Evans noted he is supportive of the bridge, but he just has questions regarding the process. He supports spending money for a study because he feels it behooves the County to have a southern bypass as it would be good for economics, transportation and the people. He continued that the City of Green Bay does not seem to be expanding much, but the outskirts are and the County needs to be cognizant of this. Evans would like to see this happen sooner rather than later. He would like the County to say at some point in time there will be a southern bypass. He is in support of getting a study as soon as possible and he felt that we should start pushing this forward.

**Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve. Vote taken.
Ayes: Moynihan, Evans, Lund, Buckley, Erickson, Fewell Nay: Van Dyck MOTION PASSED 6 – 1**

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21. Resolution re: Reorganization of the Corporation Counsel Table of Organization.

Corporation Counsel Juliana Ruenzel stated that currently the Corporation Counsel office is set up to have two administrative secretaries. One of the secretaries left to move to Florida and the second administrative secretary is retiring. Ruenzel stated that she would like to do reorganization in the office because they are finding that paralegals can do so much more than administrative secretaries for basically the same amount of money. Paralegals can do legal research, they understand the court process, can draft motions and briefs, format briefs and can handle confidential information, all of which would help the attorneys function more efficiently. This request would be to change the two administrative secretary positions to paralegal positions.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

22. Resolution re: Change in Table of Organization for Land and Water Conservation Project Manager.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.

23. Initial Resolution Authorizing the Issuance of Approximately \$2,970,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin.

Weininger reported that he received notice from bond counsel that now is the time to refund. This would result in anticipated savings of \$394,761 to the airport.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

24. Initial Resolution Authorizing the Issuance of Approximately \$3,775,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin.

Weininger stated that anticipated savings from this would be \$174,450. He noted that this is on the levy and is over the life period so there will not be a huge savings, but there will be some savings.

Motion made by Supervisor Van Dyck, seconded by Supervisor Fewell to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Treasurer

25. ACTION - Review and approval or rejection of bids for tax deed properties:

a. Parcel 18-523	1027 N. Chestnut Ave.	Green Bay	Vacant lot
b. Parcel 21-293-1	2119 Eastman Ave.	Green Bay	Vacant lot
c. Parcel 6-403	855 N. Mitchell St.	Green Bay	Vacant lot
d. Parcel 7-326	921 Smith St.	Green Bay	Vacant lot

Treasurer Paul Zeller provided the Committee with documentation regarding these parcels, a copy of which is attached. He suggested that Items 25 a – d be taken together as no bids were received on these parcels. All four of the properties are vacant lots.

Motion made by Supervisor Van Dyck, seconded by Supervisor Evans to suspend the rules and take Items 25 a – d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Erickson asked when these parcels will go out for bids and Zeller responded that he has to do a Class I notice in the *Green Bay Press Gazette* and he intends to get that in Sunday's paper. The auction

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would run through the Friday prior to Labor Day weekend so he can have the bids ready for the next Executive Committee meeting.

Motion made by Supervisor Van Dyck, seconded by Supervisor Buckley to put Parcels 18-523, 21-293-1, 6-403 and 7-326 out for bid with a minimum bid of \$100. Vote taken. MOTION CARRIED UNANIMOUSLY

e. Parcel 17-880 445 S. Baird St. Green Bay lot and shell home

Zeller stated that this property was previously put out for bids, but there were no bids that met the minimum of \$5,500. It was put back out for bids and the high bid was \$5,876. Zeller noted that that is still less than the amount of general taxes, interest and penalties due to the County by about \$1,500. He noted that the bid does cover the general taxes due, but not the interest and penalties. Zeller deems the bid satisfactory.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve the bid of \$5,876 by Frank Schneider on Parcel 17-880. Vote taken. MOTION CARRIED UNANIMOUSLY

f. Parcel 14-411 308 S. Quincy St. Green Bay Vacant lot

Zeller stated that this parcel is of interest to the City of Green Bay because it is in the City's redevelopment zone and the City already has incurred money for raze costs. Anything that Brown County would receive over the general taxes, interest and penalties would go to the City. Zeller recalled that the Committee had authorized him to negotiate a price for taxes, interest and penalties and search costs and the Statute allows for an additional \$500 to those costs. The end result is a selling price to the City of \$2,369 and the County's costs are \$1,869.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve the bid of \$2,369 by the City of Green Bay Redevelopment Authority on Parcel 14-411. Vote taken. MOTION CARRIED UNANIMOUSLY

g. Parcel 21-1331-1 916/910 Bellevue St. Green Bay Vacant lot

Zeller indicated that this is a land locked parcel and called the Committee's attention to a letter from his office dated July 8, 2015 to the two property owners. This parcel is behind these property owners' homes and abuts the East River Trail that the City of Green Bay maintains. This parcel was offered to the City but the City was not interested in it. Both of the property owners that are presently maintaining the area expressed interest in it and the property was offered at a split to the property owners at the assessed valuation of \$2,900. The County is owed about \$500 on this parcel. Zeller continued that the Phillips' have asked that a payment plan be considered over the course of two to three months and Zeller advised them that he would leave that up to the Executive Committee.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve the combined sale of Parcel 21-1331-1 with Keith Phillips paying \$1,595 and Kerry and Doris Burdick paying \$1,305 within 90 days of today's date. Vote taken. MOTION CARRIED UNANIMOUSLY

26. Discussion/Action regarding hiring a commercial Realtor for selling the commercial properties obtained in 2015 Foreclosure Action.

Zeller recalled that he mentioned at the last meeting that they were set to obtain at least two dozen more properties. The Order for this will be signed by the Judge in the next few days. This group of properties includes both residential and commercial properties. He felt that some of these

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commercial properties would have significant value and to obtain the best value for the County would require expertise that he does not have. He noted that the State Statute allows for the hiring of a real estate agent on both commercial and residential sales. He wanted to ask the Committee about the process he would go through to hire a realtor and whether the County wishes to oversee that process.

Van Dyck asked if there are other commercial properties on the bidding website. Zeller stated that there are commercial properties on the website. He noted that the County pays no commission for the auction site; the commission is paid by the buyer so the County gets more value for the properties. With regard to these commercial parcels, the type of buyer that may want these properties may be aware of this process and therefore he felt that having the properties promoted by a realtor may be able to generate substantially greater value for the County. He continued that since these are commercial properties and not homestead properties, the County keeps everything over and above the County's costs and any City assessments.

Buckley thought it may be a good idea to try to receive the value of the property as he did not feel that properties on Main Street were high value properties. Lund thought perhaps these should be bid out in the normal fashion with a minimum bid, and if that was not successful, then proceed with getting a commercial realtor involved.

Moynihan asked Zeller if he has talked to other counties about how they handle these situations and he stated that he has and he related what other counties do. He stated that Wisconsin Surplus gives a much broader reach. Van Dyck stated he liked the suggestion of Supervisor Lund.

Motion made Supervisor Van Dyck, seconded by Supervisor Buckley to sell the commercial properties with the same methodology used for residential properties, establishing the price high enough to obtain the price they are looking for so they don't have to obtain a realtor. Vote taken. MOTION CARRIED UNANIMOUSLY

Moynihan wanted to assure that Zeller knows what a starting bid should be. Zeller responded that he would have to get an opinion of value/appraisal which may push him to a commercial appraisal firm. Lund opined that it would be less expensive to get an appraisal than it would to pay a realtor commission. Zeller stated that going the commercial appraisal route may get the word of mouth started as well. He would like the authority to secure a commercial appraisal firm or direct him to try to get bids from commercial appraisal firms.

27. **Open Session: Discussion and possible Motion to convene in closed session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39.**

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to enter into closed session. Roll Call Vote Taken: Ayes: Evans, Erickson, Lund, Moynihan, Buckley, Van Dyck, Fewell. MOTION CARRIED UNANIMOUSLY

28. **Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., §**

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75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), any meeting of a governmental body may be convened in closed session for purposes of: (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

Motion made by Supervisor Fewell, seconded by Supervisor Evans to reconvene in open session.

Roll Call Vote Taken: Ayes: Evans, Erickson, Lund, Moynihan, Buckley, Van Dyck, Fewell. MOTION CARRIED UNANIMOUSLY

29. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.

No action taken.

Other

30. Such other matters as authorized by law.

Although shown in the proper format here, this Item was taken following Item 24.

Lund indicated that the September Executive Committee would fall on Labor Day and asked if anyone had a preference as to when to reschedule the meeting. After a brief discussion, it was decided to hold the meeting on September 8.

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to hold the September Executive Committee meeting on September 8. Vote taken. MOTION CARRIED UNANIMOUSLY

Moynihan reiterated the need for electronic tablets since the packets for this meeting did not arrive until the day of the meeting. He noted that packets were sent out on Thursday and people did not receive them until Monday. Moynihan felt that the Board may wish to look at getting a postage meter in the Board office. Streckenbach asked how often the packets are late and it was indicated that Fewell never gets his stuff on time. Others stated that sometimes they get their items on time and sometimes they do not. Weininger stated that the mail process has been changed and items go to Milwaukee or Oshkosh before being distributed to the addressee. Weininger noted that he has heard complaints from other departments with regard to the mail service.

Moynihan also addressed the Committee with regard to the budget meeting schedule. He recalled that the budget meeting in 2014 was held on November 6 and it is very time consuming for County Board staff to meet the three day ordinance requirement to have minutes done when the Board likes to have every word in the minutes. He asked the Committee chairs to work with the Board office and move meetings up to allow more time to have the minutes prepared. He continued that by ordinance the budget meeting needs to be held no later than October 10, but he noted that the City of Green Bay already has the chambers booked on

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November 10. Moynihan continued that he also took vetoes into consideration when scheduling things.

31. Adjourn.

**Motion made by Supervisor Erickson, seconded by Supervisor Evans at 6:51 to adjourn at p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

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HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

September 8, 2015

Departments for position approval process at September 8, 2015 Executive Committee:

Child Support – Accounting Technician

Vacated – 9/4/15

Child Support – Clerk/Typist I (x2)

Vacated – 9/4/15

Human Services (CTC) – Director of Nursing – Hospital

Vacated – 8/14/15

Human Services (CTC) – Medical Transcriptionist (.5 FTE)

Vacated – 8/28/15

Human Services – Secretary

Vacated – 1/2/15

Human Services – Social Worker/Case Manager (APS)

Vacated – 8/21/15

Public Safety Communications – Communications Supervisor

Vacated – 8/17/15

Public Works (Facilities) – Housekeeper (.5 FTE)

Vacated – 9/2/15

Veterans – Veterans Benefits Clerk

Vacated – 9/8/15

Zoo & Park Management (NEW Zoo) – Housekeeper I

Vacated – 8/30/15

1-12

CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



August 24, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Christina Connell, Senior Human Resources Analyst
Warren Kraft, Human Resource Manager

FROM: Maria Lasecki, Director
Brown County Child Support Agency

SUBJECT: Request to Fill – Accounting Technician

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed and is, indeed, current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child support enforcement is a joint federal, state and local responsibility. The Accounting Technician, as a member of the Financial Unit, works in conjunction with a team of enforcement specialists, paternity specialists and clerical representatives to provide federally mandated child support enforcement services including: locating absent parents, establishing paternity/financial/medical support orders, enforcing current and past due child support and modifying existing child support orders. This position is responsible for entering and maintaining all family court orders as well as for performing arrears calculations, adjustments and reconciliations as needed in accordance with federal regulations, state statute and administrative code.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Child Support enforcement caseloads in Brown County, one of Wisconsin's five largest agencies, are nearing 1,000 cases per worker. The Accounting Technician provides customer service and entries for all financial matters to over 14,300 IVD cases, approximately 900 paternity cases and an additional 5,000 non-IVD cases at any given time within very short, mandated timeframes (immediately or within 48 hours). In addition to performing complex calculations, accurately entering data and maintaining strong analytical/problem solving skills the Accounting Technician is also responsible for accounts payable processing for the division. This position works closely with vendors, service providers and our internal administration department.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The agency continuously strives to reassess service provision as well as departmental efficiencies. We have been effective at streamlining duties to maximize staff, manage increased workloads & optimize time. By approaching our day to duties in this manner, we have had the opportunity to review possible alternatives to having 3 FTE's in this financial area by utilizing other staff in a backup capacity. Unfortunately, in doing so, the agency quickly fell behind in order entry, working suspense reports and entering health insurance. These responsibilities are statutory obligations which involve processing timeframes as short as 24 and 48 hours. When not mandated by statute actions, such as health insurance entries, substantial amounts of departmental revenue are generated by this position, in addition to reducing reliance on public assistance. Given this, 3 FTE Account Technicians are necessary to meet departmental needs and timelines driven by statute. Our essential daily operations rely on the accuracy and efficiency with which the Account Technician is able to perform primary duties. Further, consolidation or elimination of these responsibilities is counter intuitive to our initiatives and performance improvement-related endeavors.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position (for any period of time) will have a negative effect on the department in many ways. Despite the fact that savings 'could' be achieved while the position remains open, coverage for this area will be maintained by the remaining two Account Techs in the unit. To meet the needs of the unit, when one of the two remaining Account Techs is out of the office, in either planned or unplanned circumstances, it is impossible for one person to be able to meet the needs of the department in this area. It is imperative that the salary savings not be viewed as sustainable short of emergent situations; coverage can not be provided by other staff members, most of whom are 'dedicated' to IVD functions and subsequently can't provide services to non-IVD participants per BCS/federal policy. Further, dedicated personnel have very specific performance measures to meet in order to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: Child Support
Position: Accounting Technician

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary	\$ 11,796.06
Fringe Benefits	<u>\$ 6,435.58</u>
	\$ 18,231.63

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 40,893.00
Fringe Benefits	<u>\$ 22,310.00</u>
	\$ 63,203.00

Note: this position is in the 2015 budget

Position vacated: 9/4/2015

Budgeted hourly wage rate: \$19.66

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: The Accounting Technician is responsible for accounts payable duties as well child support cases that require a prompt response according to state and federal law. The department needs this position filled in order to keep up with the demands of cases and payments. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Maria Lasecki

CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



August 24, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Christina Connell, Senior Human Resources Analyst
Warren Kraft, Human Resource Manager

FROM: Maria Lasecki, Director
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Clerk/Typist I (x2)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed, adjustments have been made and it is now current. It has been submitted to HR for the purpose of documenting the same.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The receptionist duties performed by Child Support Clerk/Typist I are essential not only to the work that is performed within the department but also to the initiatives Child Support has undertaken, specifically the success of our Support Information Center and overall customer service plan.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support Agency handles approximately 14,300 cases. (Brown County is one of Wisconsin's five largest CSA agencies; in addition to our overall IVD caseload 5,000 NIVD cases are also served). This position is solely responsible for front line service provision to participants who come into the agency. Visits are both planned and unplanned-some have a scheduled appointment with staff and others are walk ins. Traffic has been monitored in the past to determine volume and reasons for visit. It was determined that in any given month, 275+ customers had scheduled interviews, approximately 40 came in for genetic testing and more than 750 individuals presented with general questions totally over 1050 face to face contacts. This amounts to approximately 45 individuals per day although it is recognized that this number can fluctuate, both upward or downward. To handle this volume accurately and efficiently, the Clerk/Typist I must be capable of multitasking, have a firm understanding of our internal policy and procedure and be capable of maintaining a high level of professionalism in stressful situations.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Child Support Agency continuously strives to reassess service provision as well as departmental efficiencies and has been effective at streamlining duties to maximize staff, manage increased

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workload & optimize time. To illustrate this, back in 2013, the Clerk/Typist I position was left vacant for a substantial period of time (8 months) after the inception of the Support Information. The intent was to gauge whether call center staff could effectively handle phones in addition to receptionist duties. To support the possibility, internal policies regarding walk in patrons were adjusted to minimize unplanned traffic, to the extent possible. Ultimately, it was determined that the receptionist position is an essential and very vital piece of our customer service plan. It became evident, very quickly, that the department necessitates a dedicated representative at the front desk to greet and direct visitors appropriately. In the absence of a receptionist, call center staff were challenged with either letting phone calls go unanswered or not attending to in person clientele, neither of which can happen.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled. Again, as with all IVD expenses, said costs are reimbursed at the rate of 66% not to mention the offset provided by our continued levels of performance in terms of paternity and court ordered establishment as well as collections.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position has already had a negative effect on the department in many ways:

1. While the agency attempted to achieve savings by leaving this position open in 2013, coverage for the front desk was maintained by current Support Information Center staff. This presented other challenges when phone lines were busy and calls continued to come in. Staff was pulled between the responsibilities of attending to callers (who followed our guidelines phoned in instead of coming in) or serving walk-in clientele (most of whom waited an extended period to even be greeted). This is not the type of service the department wants to provide. Rather than escalating individuals who may already be frustrated given the nature of work that the agency performs, our service should be swift, accurate and professional. To this end, not filling the position is counterintuitive to what we seek to accomplish.
2. Back up coverage for the front desk cannot be performed by individuals who are 'dedicated to strictly IVD work'. Some of the clientele served at the receptionist desk are not receiving IVD services. During periods of high traffic, we have requested that enforcement staff assist with receptionist duties. This should not happen and must be avoided for reasons associated with our federal/state reimbursement.
3. Additionally, funding for the Child Support Agency is based on performance measures and federal match dollars at a rate of 66%. It is imperative that the salary savings not be viewed as sustainable by using staff responsible for other duties, short of emergent situations. We are proud to be a department which embraces LEAN principles. Dedicated enforcement/paternity staff has very specific performance measures to meet in order to secure the maximum state and federal funding for the following fiscal year. It is extremely important that these members not be pulled to attend to support services-related functions. First and foremost, the short term gain would result in long term funding reductions. Secondly, their skill set is compensated at a much higher rate of pay. It is not cost effective to have a department's highest paid staff with the greatest amount of funding/earning potential performing duties which are compensated at the lowest, point factored pay grade.

Budget Impact Calculation

Department: Child Support
Position: Clerk/ Typist I

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary	\$ 7,517.88
Fringe Benefits	<u>\$ 5,776.73</u>
	\$ 13,294.62

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 26,062.00
Fringe Benefits	<u>\$ 20,026.00</u>
	\$ 46,088.00

Note: this position is in the 2015 budget

Position vacated: 9/4/2015

Budgeted hourly wage rate: \$12.53

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: This position is necessary to ensure the continued success of the Child Support Departments Laserfiche paperless retention endeavors. This position also plays a key role in the office as backup support coverage and keeping the flow/organization within the department. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact Maria Lasecki

Budget Impact Calculation

Department: Child Support
Position: Clerk/ Typist I

Partial Budget Impact: 9/14/15-12/31/15 15 Weeks

Salary	\$ 8,867.88
Fringe Benefits	\$ 4,203.75
	<hr/>
	\$ 13,071.63

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 30,742.00
Fringe Benefits	\$ 14,573.00
	<hr/>
	\$ 45,315.00

Note: this position is in the 2016 budget

Position vacated: 9/4/2015

Budgeted hourly wage rate: \$14.78

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	<hr/> 1
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: This position supports the day to day activity within the department including assisting customers, collecting payments, acting as a receptionist and assisting with vital backup coverage for other areas within the department. It is essential to fill this position in order to maintain a steady work flow in the department. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact Maria Lasecki

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
Inpatient Division
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391.4700

August 12, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Warren Kraft, Human Resources Director

FROM: Luke Schubert, Hospital and Nursing Home Administrator
Human Services

SUBJECT: Request to Fill – Hospital Director of Nursing

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

Current

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position is required for Psychiatric Hospital Federal Compliance per Federal Statute 42 CFR 482.62 as described in the Justification for hire statement noted above.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position oversees Nicolet inpatient psychiatric hospital that averages 10 patients per day on the inpatient unit and is the RN supervisor for Bay Haven CBRF, budgeted at 5 clients per day currently. This position is a regulatory required position in the operation of these two county service entities.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

We evaluated the potential of combining the Hospital and Nursing Home Director of Nursing positions into a Campus Director of Nursing and Assistant Director of Nursing position in order to streamline nursing services across the continuum of care and provide a cost savings in nursing leadership. However, DHS 132.62 Wisconsin Nursing Home code regulations prohibit us to share a Director of Nursing across the campus based on the size of our nursing home exceeding the 60 bed licensed occupancy. We will continue to evaluate the job descriptions and organizational structure of the Director of Nursing

positions for efficiency in the operation of the CTC as we move forward in hiring for the Hospital Director of Nursing vacancy.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The FTE for this position is approved in the budget and we are unable to hold filling this position without significant regulatory and financial payment risk exposure based on the federal requirements for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Holding this position would expose the Community Treatment Center to the potential of fines and compliance risk with our inability to meet the regulatory standards.

Budget Impact Calculation

Department: Human Services-CTC
Position: Director of Nursing-Hospital

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary	\$ 21,377.88
Fringe Benefits	<u>\$ 7,911.63</u>
	\$ 29,289.52

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 74,110.00
Fringe Benefits	<u>\$ 27,427.00</u>
	\$101,537.00

Note: this position is in the 2015 budget

Position vacated: 8/14/2015

Budgeted hourly wage rate: \$35.63

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: Federal Statute 42 CFR 482.62 requires that all certified psychiatric hospitals employ a director of nursing services who is a registered nurse with a masters degree in psychiatric or mental health nursing or equivalent from a accredited nursing school. The CTC must be compliant with this statute or risk citation and loss of license. Position is currently filled with an interim director of nursing services. I recommend approval. Lorrie M. Blaylock Human Resources Analyst.

Contact Luke Schubert 920-391-4701

3

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391.4700

August 10, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, Director of Administration

FROM: Dawn LaPlant, Health Information Manager
Human Services

SUBJECT: Request to Fill Position – Medical Transcriptionist – 0.5 FTE

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

Job description was updated in June 2015 as part of the Class and Comp study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, timely, compliant documentation of health information is mandatory for compliance, patient safety, legal, and billing/revenue purposes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Transcription staff currently average transcribing 10,100 reports annually.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is budgeted in the Community Treatment Programs/Clinic budget and department, but reports to the Health Information Manager. Would like to reorg this position to be in the HIM Department and budget.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact is backlog of transcribed medical record reports, which is a compliance, patient safety, and billing/revenue issue. Medical Transcription requires a skill set and competency, so I cannot reassign these duties to other staff.

Budget Impact Calculation

Department: Human Services-CTC
Position: Medical Transcriptionist (.5 FTE)

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary \$ 5,361.06

Fringe Benefits \$ 3,135.58

\$ 8,496.63

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 18,585.00

Fringe Benefits \$ 10,870.00

\$ 29,455.00

Note: this position is in the 2015 budget

Position vacated: 8/28/2015

Budgeted hourly wage rate: \$17.87

Total Number of FTEs Budget for this position title in budget: 2.5

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2.5

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 80%

Analyst Recommendation: This position was vacated due to a resignation. CTC recently added a Physician and a Nurse Practitioner in the Clinic, so transcription volume has increased. Timely, compliant documentation of health information is mandatory for compliance, patient safety, legal and billing/revenue purposes. In addition, this position is critical with chart deficiency analysis. I recommend approval. Lorrie M. Blaylock, Human Resources Analyst

Contact Dawn La Plant 920-391-4760

HUMAN SERVICES

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

August 19, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Warren Kraft, Human Resources Director

FROM: Kara Navin, Office Manager II
Human Services

SUBJECT: Request to Fill – Secretary

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position will assist the management team in the unit as well as support the services of the Child and Behavioral Health Unit, Child Protection, Juvenile Justice and Shelter Care. They will assist with authorizations data entry which will allot more case management time for social workers.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position will assist with authorizations and various administrative paperwork to meet regulations and timeframes.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is the only clerical support of the Children Youth & Families unit and thus, cannot be fulfilled by other staff.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Authorizations and various administrative paperwork would not be completed as consistently or as timely which in term, can ultimately affect client care.

Budget Impact Calculation

Department: Human Services
Position: Secretary

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary	\$ 10,152.12
Fringe Benefits	<u>\$ 6,182.31</u>
	\$ 16,334.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 35,194.00
Fringe Benefits	<u>\$ 21,432.00</u>
	\$ 56,626.00

Note: this position is in the 2015 budget

Position vacated: 1/2/2015

Budgeted hourly wage rate: \$16.92

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: This position is open due to a retirement. Presently, the Children, Youth & Families unit is in need of clerical support to assist management in meeting regulations and to be the liaison for the unit. I recommend approval. Lorrie M. Blaylock, Human Resources Analyst

Contact

Kara Navin

920-448-6006

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

8-14-2015

TO: County Executive Troy Streckenbach
Human Resources Manager: Warren P. Kraft
Director of Administration: Chad Weininger

FROM: Ian Agar, Behavioral Health Manager

SUBJECT: Adult Protective Services Worker/Case Manager
Human Services

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Maintenance of a caseload that is for short term case management and that requires quick turn over of cases due to the fast pace of the referrals and need to link clients with other community resources.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. With the increasing proportion of the population being in an older cohort, growth in the volume of work in this area is expected and being realized. There are no practical options to streamline or reorganize.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Case overload, clients in crisis with unmet needs and increased risk to healthy safety and welfare of county residents that could be life threatening.

Budget Impact Calculation

Department: Human Services - Adult Protective Services
Position: Social Worker/Case Manager

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary	\$ 16,329.52
Fringe Benefits	<u>\$ 7,133.94</u>
	\$ 23,463.46

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 56,609.00
Fringe Benefits	<u>\$ 24,731.00</u>
	\$ 81,340.00

Note: this position is in the 2015 budget

Position vacated: 8/21/2015

Budgeted hourly wage rate: \$29.03

Total Number of FTEs Budget for this position title in budget:	6
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	6
Number of FTEs filled with this position vacant:	5
Percent of this position staffed:	83%

Analyst Recommendation: Position is vacant due to a resignation. This is a mandated position to meet the needs of adults at risk and vulnerable adults at risk to meet the obligations the county has under DHS 46, 54 and 55. There are no other practical options to streamline or reorganize. I recommend approval. Lorrie Blaylock, HR Analyst

Contact

Ian Agar

920-391-6959

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

Brown County

3028 CURRY LANE
GREEN BAY, WISCONSIN 54301-4875




Emergency Communication Services
9-1-1 Center Operations
Emergency Management

PHONE (920) 391-7400
FAX (920) 391-7406

Cullen Peltier
Director

August 19, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Cullen Peltier, Director 
Public Safety Communications

SUBJECT: Request to Fill – Communications Supervisor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The job description for this position is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The duties of the Communications Supervisor are to provide supervision of our employees who provide emergency dispatch service to the 43 agencies we serve. Without this function we would endanger the citizens of Brown County and the emergency service providers, police, fire and EMS. We have an agreement in place with various agencies to provide this service.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Communications Supervisor's position is required to follow policy, procedures and training to ensure the efficient operation of the center. The Supervisor is responsible to supervise employees that are working in the center ensuring they are following policy, procedure and training. They are a source of information to our employees who have questions and make decisions on how to handle situations. They



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Brown
Green

protect the county by making sure the center follows the guidelines and procedures in place. Due to the nature of the job there are no recurring clients, caseload or production quota on the number of things they produce. For example an assembly line and the number of units they would produce in an hour.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The opportunity does not exist at this time. By not filling this position we will have to cover the spots by making our other supervisors work 12 hour shifts. They are salaried employees and do not receive additional compensations for the extra hours.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Funds are currently budgeted for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

If we fail to fill the position, we will have to cover the openings by requiring our current supervisors to work 12 hour shifts. By doing this it increases the potential for mistakes to be made as the current supervisors work longer shifts. The potential to make mistakes rises as the supervisors put in longer hours. This endangers the citizens of Brown County and the public safety providers. It also impacts the efficient operation of the center and reduces the safeguards in place to keep the center operating.



Turning
Brown

Green

Budget Impact Calculation

Department: Public Safety Communications
Position: Communications Supervisor

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary	\$ 15,372.12
Fringe Benefits	<u>\$ 6,987.12</u>
	\$ 22,359.23

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 53,290.00
Fringe Benefits	<u>\$ 24,222.00</u>
	\$ 77,512.00

Note: this position is in the 2015 budget

Position vacated: 8/17/2015

Budgeted hourly wage rate: \$25.62

Total Number of FTEs Budget for this position title in budget:	6
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	6
Number of FTEs filled with this position vacant:	5
Percent of this position staffed:	83%

Analyst Recommendation: Position is vacant due to a resignation. The duties of the position are essential to providing supervision to employees who provide emergency dispatch service to the 43 agencies we serve. Without this function, we would endanger the citizens of Brown County and the emergency service providers, police, fire and EMS. I recommend approval. Lorrie Blaylock, HR Analyst

Contact Cullen Peltier 920-391-7430

PUBLIC WORKS

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US



DIANE L. LE BOEUF, CEH

HOUSEKEEPING MANAGER

8/13/2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Warren Kraft, Human Resources Director

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works - Facilities Management Division

RE Request to fill – Part-time Housekeeping Position

1. *Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A-1 Form).*

Yes, it's current.

2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*

- Yes, this position is essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

8

4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*

- This position is in the 2015 budget and due to staffing cuts in the past that led to current staffing issues.
- My staff is working overtime to try to keep up with the work. Maintenance staff has worked OT to help.
- Currently there is an employee out on Short-Term Disability and another 2 on light-duty, along with the past housekeeping staff cuts, maintenance employees/Facility Workers - which receive more pay per hour – have been working OT to assist in trying to keep up.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is no "fat" left to remove.
- In 2012, I was forced to reduce the number of employees that were allowed to take vacation at the same time (Monday thru Friday) from 2.0 down to 1.0.

5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*

- Yes. The 2015 budget has 10.0 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results; and many times cannot pass the Sheriff Department's Time & Security background checks, which means they are not allowed to clean in most of the County buildings.

6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the County's investments clean and well maintained.

Budget Impact Calculation

Department: Public Works/Facilities Management
Position: Housekeeper (.5 FTE)

Partial Budget Impact: 9/14/15-12/31/15 15 Weeks

Salary	\$ 2,455.67
Fringe Benefits	<u>\$ 1,806.35</u>
	\$ 4,262.02

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 8,513.00
Fringe Benefits	<u>\$ 6,262.00</u>
	\$ 14,775.00

Note: this position is in the 2016 budget

Position vacated: 9/2/2015

Budgeted hourly wage rate: \$16.37

Total Number of FTEs Budget for this position title in budget:	0.5
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	0.5
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: The buildings that the Housekeepers are assigned to clean are licensed by the State of Wisconsin and must remain at or above the standard of cleanliness. It is essential to have this position properly staffed in order to maintain cleanliness for residents, clients and staff members within the buildings. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact: Diane LeBoeuf

VETERANS' SERVICES

305 E. WALNUT STREET
PO BOX 23600
GREEN BAY WI 54305-3600

GERALD E. POLUS

Phone 920-448-4450 Fax 920-448-4322

August 11, 2015

TO: County Executive
Human Resources Director
Director of Administration

FROM: Jerry Polus, Brown CVSO
Veterans Service Office

SUBJECT: Request to Fill – Veterans Benefits Specialist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
 - Position description was updated within the last 30 days.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
 - Yes
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
 - * The Veterans Benefits Specialist maintains a high case load and specializes in VA compensation, health care and education benefits.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
 - *The streamlining of this position was done several years ago thru a Lean event.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
 - Yes, there are sufficient funds to easily cover filling this position immediately.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
 - Waiting or delaying to fill the position would have a negative affect on the timeliness and high level of customer service we strive to achieve.

Budget Impact Calculation

Department: Veterans Service Office
Position: Veterans Benefits Clerk

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary	\$ 9,675.00
Fringe Benefits	<u>\$ 6,109.04</u>
	\$ 15,784.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 33,540.00
Fringe Benefits	<u>\$ 21,178.00</u>
	\$ 54,718.00

Note: this position is in the 2015 budget

Position vacated: 9/8/2015

Budgeted hourly wage rate: \$17.20

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: This position is open due to a retirement. This is a critical position, held by a 20 year employee. The veterans benefits clerk maintains a high case load and specializes in VA compensation, health care and education benefits. I recommend approval. Lorrie M. Blaylock, Human Resources Analyst

Contact

Jerry Polus

920-448-4451

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-4201 FAX (920) 434-4162
E-MAIL ANDERSON_NS@CO.BROWN.WI.US



NEIL S. ANDERSON

DIRECTOR

August 6, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, Director of Administration

FROM: Neil Anderson, NEW Zoo & Parks Director
NEW Zoo and Parks

SUBJECT: Request to Fill – Housekeeper I - Zoo

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been updated recently within the last month.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position manages the day-to-day housekeeping duties/functions at the NEW Zoo. The duties are essential to keep the zoological facilities and grounds clean, safe and ready for public visitation. The position is also responsible for maintaining proper standards of housekeeping and AZA (Association of Zoos and Aquariums) standards for facilities and grounds in compliance.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

- Compliance with AZA standards for assigned areas – 100%.
- Safe , clean and standards of housekeeping and grounds maintenance maintained
- Provides on call security
- 100% follow-up on visitor concerns in regards to grounds and facilities housekeeping daily needs.
- Approx. 240,000 visitors annually.
- Special events housekeeping and grounds monitoring maintenance and parking assistance.
- Maintains MSDS documents

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The NEW Zoo recently streamlined the maintenance division and currently operates with (1) Housekeeper, (1) Facility worker, and (1) seasonal with oversight by the Zoo Director. Previously a couple years back the Maintenance Manager position was eliminated.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Due to limited staff, and income contingent on customer services, the NEW Zoo does not budget for vacancy savings. This position will be vacant for approximately one month. In addition to the other vacancies within the structure, it is critical to have this position filled and trained prior to Zoo Boo since the entire maintenance and housekeeping will be performed between the (1) Facility worker, (1) seasonal worker and the Zoo Director in the interim.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position performs the day-to-day functions of housekeeping that directly affects the visitors experience and safety. By leaving this position vacant for extended periods will erode the quality housekeeping standards and value added experience for the visitors. Additionally, the Zoo has standards to maintain to be AZA accredited, which this position has a role in that accreditation. The Zoo has limited permanent full-time positions and relies heavily on part-time and seasonal employees.

By waiting any period of time will place considerable constraints on the ability to effectively provide housekeeping and maintenance to the Zoo. Not having this position will lessen the quality standards that the public has come to expect and the NEW Zoo is committed in delivering.

Budget Impact Calculation

Department: NEW Zoo
Position: Housekeeper I

Partial Budget Impact: 9/14/15 - 12/31/15 15 Weeks

Salary	\$ 8,243.94
Fringe Benefits	<u>\$ 5,888.37</u>
	\$ 14,132.31

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 28,579.00
Fringe Benefits	<u>\$ 20,413.00</u>
	\$ 48,992.00

Note: this position is in the 2015 budget

Position vacated: 8/30/2015

Budgeted hourly wage rate: \$13.74

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: This position is responsible for keeping the NEW Zoo facilities clean to ensure a healthy environment for visitors, clients, staff and the animals. It is important that this position is filled to maintain a clean facility and up to AZA/general housekeeping standards. I recommend for approval.
Camille Stymiest, Human Resources Analyst

Contact Neil Anderson

PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

DATE: August 4, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, County Director of Administration
Warren Kraft, County Human Resources Manager

FROM: Paul Fontecchio, Interim Director
Public Works Department

SUBJECT: Request to Fill – Operations Manager Position, as stated in the Table of Organization

Therefore, please find the following information to justify filling this vacancy:

- 1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

- 2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, this position is vital to the operation of the Department, as it oversees the Operations Division and the overall day to day operations of the Superintendents and work crews. In addition, the Operations Manager works with other Department personnel in long-range planning for reconstruction and reconditioning projects and equipment purchases.

- 3. Describe job performance measures for this position (clients, caseload, work output, etc.)***

The amount of lane miles (County, State and local) that need to be monitored, crew issues that arise and the amount of crews & work assignments this position is responsible for.

The Operations Manager oversees the superintendents who supervise 67 highway laborers and fifteen (15) summer/temporary employees during the summer season; along with overseeing the day-to-day operations out of the three (3) satellite shops located in New Denmark, Langes Corners and Greenleaf, and the emergency on-call duties that go along with the position.

OPERATIONS MANAGER JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

Following a review of departmental personnel needs in 2012, the Operations Manager position was created to improve the planning, performance, quality and efficiencies of the work within the Department.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Operations Manager position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

It's crucial to the Department to fill this position as quickly as possible. This vacancy is crucial to winter maintenance operations and maintenance. By not filling this position, the Department's productivity and road work will drop significantly.

Budget Impact Calculation

Department: Public Works (Highway)
Position: Operations Manager

Partial Budget Impact: 8/17/15 - 12/31/15 19 Weeks

Salary	\$ 28,636.65
Fringe Benefits	\$ 10,261.83
	<hr/>
	\$ 38,898.48

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 78,374.00
Fringe Benefits	\$ 28,085.00
	<hr/>
	\$106,459.00

Note: this position is in the 2015 budget

Position vacated: 8/3/2015

Budgeted hourly wage rate: \$37.68

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	<hr/> 1
Number of FTEs filled with this position vacant:	
Percent of this position staffed:	0%

Analyst Recommendation: (Note: The wage shown within the Budget Impact Calculation reflects the market rate from the recent class and compensation study). This position plans, directs and supervises the duties of the highway operations personnel. It is also responsible for the annual planning process for all construction and maintenance projects within the Brown County Public Works Department. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

DATE: August 4, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, County Administration Director
Warren Kraft, County Human Resources Manager

FROM: Paul Fontecchio, Interim Director
Public Works Department

SUBJECT: Request to Fill – Highway Superintendent position, as stated in the Table of Organization

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

The position description has been reviewed and updated by Human Resources.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Superintendent position is related to essential services. This position is vital to the operation of the Department, as it oversees the work crews who carry out the multiple functions of the Department. In addition, the superintendent is also responsible for assisting in long-range planning for reconstruction and reconditioning projects and equipment purchases.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

The amount of lane miles that need to be monitored, crew issues that arise and the amount of crews & work assignments this position is responsible for.

The highway superintendents supervise 67 highway laborers and fifteen (15) summer/temporary employees during the summer season; along with overseeing the day-to-day operations out of the three (3) satellite shops located in New Denmark, Langes Corners and Greenleaf, and the emergency on-call duties that go along with the position.

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HIGHWAY SUPERINTENDENT JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

The Highway Superintendent position is essential to the Department and cannot be eliminated or outsourced.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Superintendent position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The longer the position remains vacant, the longer it carries a safety risk to our work crews, in addition to the lack of supervision when carrying out their work tasks. With 75+ (full time & summer) employees to oversee during day-to-day operations, the superintendents need to direct and be present on the various job sites throughout each day to ensure that the crews are carrying out their assigned tasks, in addition to working under the safest conditions possible.

In addition to the daily work crews, the superintendents are responsible for carrying out emergency on-call duties (along with the Operations Manager), which means they are on call 24/7 every fourth week.

Budget Impact Calculation

Department: Public Works (Highway)
Position: Operations Superintendent

Partial Budget Impact: 8/17/15 - 12/31/15 19 Weeks

Salary \$ 23,035.67

Fringe Benefits \$ 7,111.12

\$ 30,146.79

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 63,045.00

Fringe Benefits \$ 19,462.00

\$ 82,507.00

Note: this position is in the 2016 budget

Position vacated: 8/4/2015

Budgeted hourly wage rate: \$30.31

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant:

Percent of this position staffed: 0%

Analyst Recommendation: (Note: The wage shown within the Budget Impact Calculation reflects the market rate from the recent class and compensation study). The occupant of the position assists with the day to day operations of the Public Works Highway Crew. This position is also responsible for the assistance of assigning and supervising daily work activities as well scheduling and planning highway maintenance/construction projects. I recommend for approval. Camille Stymiest, Human Resources

Contact

12

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR September 8, 2015 MEETING

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR September 8, 2015 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	8/25/2015	\$ 3,363.00	Airport General
Total ---- \$ 3,363.00				

GARY A. WICKERT, S.C.

Attorney and Counselor at Law

801 E. WALNUT • P.O. BOX 1656

GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

August 25, 2015

Brown County Airport

P.O. Box 23600

Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
8/4	Letter from Sue Bertrand re: CAVU;	.10
	Letter from Sue Bertrand re: hangar lease;	
	Letter from Sue Bertrand with Electrician Agreement;	
	Review agreement;	
	Phone conference with Sue Bertrand and Tom Miller re: miscellaneous matters (CAVU, Electrician Agreement, hangar lease)	1.75
8/5	Letter from Tom Miller re: CBP	.10
8/13	Begin Independent Contractor Agreement for electrical	.25
8/14	Complete contract re: electrical;	
	Letter to Tom Miller and Sue Bertrand	.60
8/17	Letter from Sue Bertrand re: Superior Logistics;	.10
	Prepare draft of lease re: Superior Logistics;	3.25
	Letter to Tom Miller;	
	Review Longhorn file re: lease time	.70
8/18	Complete review of Longhorn/Mulva lease term;	
	Letter to Tom Miller re: Mulva/hangar lease;	
	Phone conference with Tom Miller re: Mulva lease, Superior Logistics, and hangar lease;	2.75
	Prepare lease (draft) for hangar;	2.00
	Letter to Tom Miller re: hangar lease.	.20
	TOTAL HOURS:	11.80

11.80 HOURS @ \$285.00 PER HOUR =

\$3,363.00

AMOUNT DUE ON ACCOUNT

\$3,363.00

Thank you.
GAW:prn

John M. [Signature]
8-28-15
100.016.001.5716

[Signature]
TH

8-19-15

Late Communication
Rick Schackwald - Dist. 24

This communication is
my request for a ~~write~~
statement of Robert's Rules
of Order - Parliamentary
Procedure. be provided to each
County Board member.

18b



EX Comm
Admin

**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: _____

Agenda No. : _____

Motion from the Floor

I make the following motion:

*REVIEW THIS SITUATION
ELIMINATE IN-HOUSE PHA'S AND
USE THE PERSONAL PHYSICIAN
PHYSICALS TO BE SUBMITTED
BY SEPT 1ST EACH YEAR.*

*AND
MAYBE EXTEND THE PHYSICAL^{RESULTS} FROM
YOUR PERSONAL DOCTOR TO ~~THE~~ OCT 1ST
THIS YEAR.*

Signed: *Bennie Egan*

District No.: *7*

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

PATRICK M. EVANS
Brown County Supervisor – District 9

1692 Nancy Avenue
Green Bay, Wisconsin 54303
(920) 494-5224
evans_pm@co.brown.wi.us

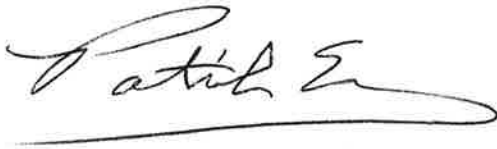
August 19, 2015

To: Administration and Executive Committees

To place a "Just Cause" standard back into the employee handbook and ordinances in order to provide reassurance to Brown County employees if terminated, there will be a fair and just process followed.

"Just Cause" as defined as a progressive discipline process such as a verbal warning, written warning, suspension, and/or termination (or automatic termination if the situation is warranted).

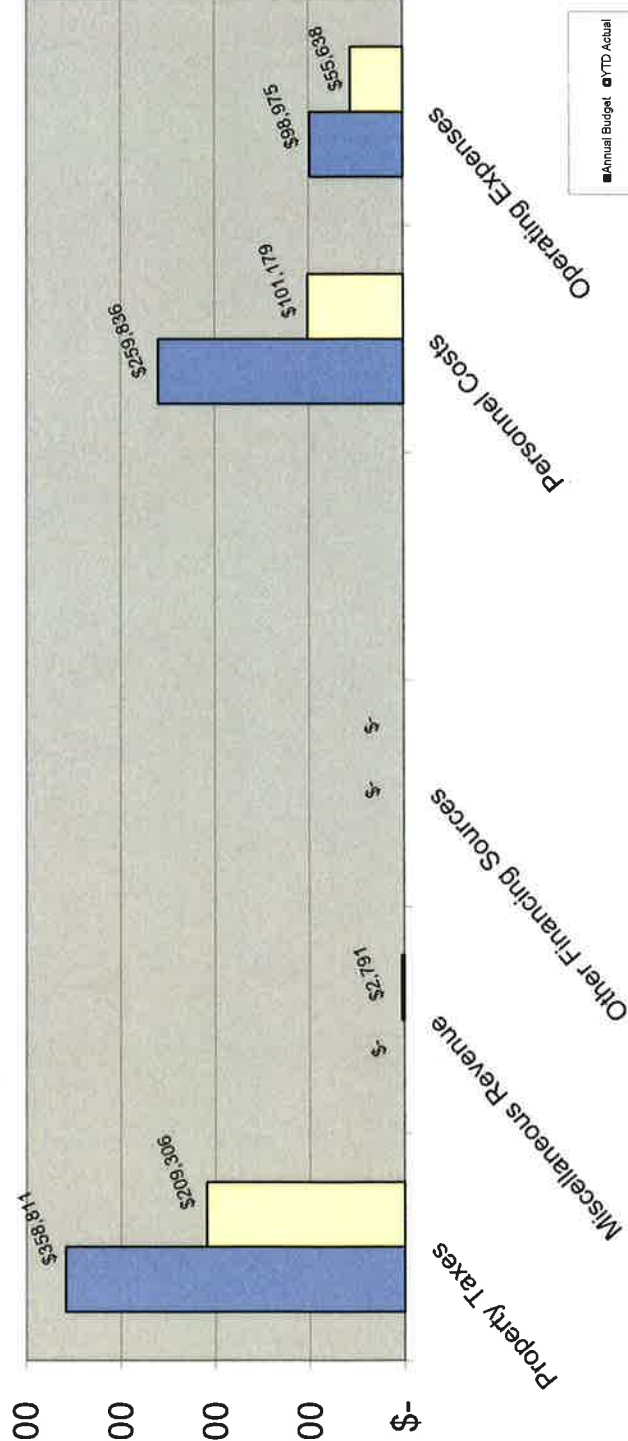
Thank you,

A handwritten signature in black ink, appearing to read "Patrick M. Evans", with a long horizontal flourish extending to the right.

**Brown County Executive
Budget Status Report (Unaudited)
07/31/15**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 358,811	\$ 209,306	58.3%	
Miscellaneous Revenue	\$ -	\$ 2,791	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 259,836	\$ 101,179	39.0%	
Operating Expenses	\$ 98,975	\$ 55,638	56.2%	

Executive - July 31, 2015



18a

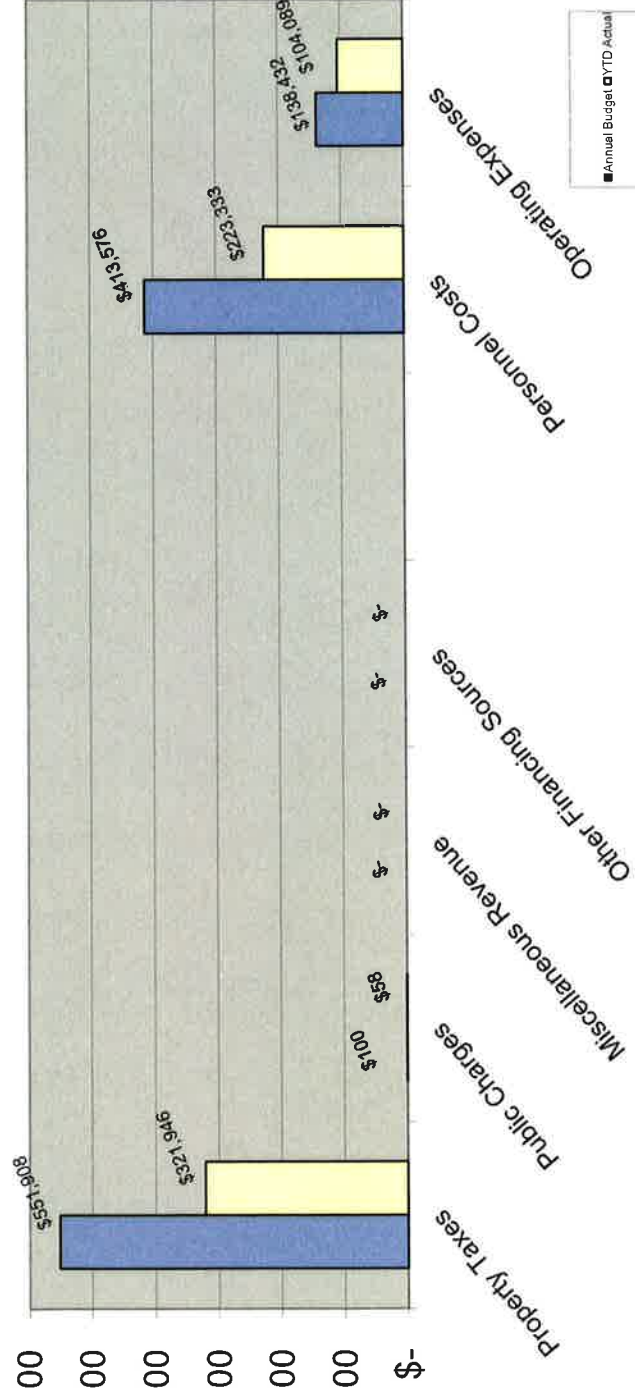
Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
07/31/15

	Annual	YTD	YTD	Comments:
	Budget	Actual	Percentage	
Property Taxes	\$ 551,908	\$ 321,946	58.3%	
Public Charges	\$ 100	\$ 58	57.8%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 223,333	54.0%	
Operating Expenses	\$ 138,432	\$ 104,089	75.2%	(1)

Comments:

(1) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or approximately \$2,300 per month. In addition, YTD Actual includes \$70,250 paid to Schenck for audit fees.

Board of Supervisors - July 31, 2015





Budget by Account Classification Report

Through 07/31/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD	% used/	Prior Year Total
Fund		Budget	Amendments	Budget		Transactions	Transactions	Re'd		
100 - GF	EXPENSE									
	<i>Personnel Costs</i>									
5110.200	Fringe benefits Health insurance	27,530.00	.00	27,530.00	2,432.48	.00	17,027.36	10,502.64	62	29,189.76
5110.210	Fringe benefits Dental Insurance	2,402.00	.00	2,402.00	200.12	.00	1,400.84	1,001.16	58	2,401.44
5110.220	Fringe benefits Life Insurance	334.00	.00	334.00	.54	.00	168.02	165.98	50	360.84
5110.230	Fringe benefits LT disability insurance	495.00	.00	495.00	41.86	.00	280.84	214.16	57	495.00
5110.235	Fringe benefits Disability insurance	880.00	.00	880.00	73.00	.00	511.00	369.00	58	880.08
5110.240	Fringe benefits Workers compensation insurance	378.00	.00	378.00	32.00	.00	224.00	154.00	59	375.96
5110.300	Fringe benefits Retirement	9,214.00	.00	9,214.00	693.19	.00	4,507.58	4,706.42	49	9,473.47
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	203.00	.00	203.00	.00	.00	.00	203.00	0	.00
	<i>Personnel Costs Totals</i>	\$413,576.00	\$0.00	\$413,576.00	\$31,966.28	\$0.00	\$223,333.39	\$190,242.61	54%	\$417,038.14
	<i>Operating Expenses</i>									
5300	Supplies	.00	.00	.00	.00	.00	28.16	(28.16)	+++	26.97
5300.001	Supplies Office	1,000.00	.00	1,000.00	.00	.00	516.03	483.97	52	529.93
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.004	Supplies Postage	2,900.00	.00	2,900.00	265.73	.00	2,175.57	724.43	75	2,691.85
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	+++	.00
5305	Dues and memberships	32,778.00	.00	32,778.00	2,307.33	.00	21,111.35	11,666.65	64	32,773.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	(7.06)	.00	.00	.00	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	.00	.00	+++	.00
5335	Software/Licenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340	Travel and training	3,000.00	.00	3,000.00	161.00	.00	332.58	2,667.42	11	3,020.47
5365	Special events	1,000.00	.00	1,000.00	13.32	.00	40.86	959.14	4	519.12
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.100	Intra-county expense Technology services	11,887.00	.00	11,887.00	946.05	.00	6,439.21	5,447.79	54	10,764.93
5601.200	Intra-county expense Insurance	973.00	.00	973.00	81.00	.00	567.00	406.00	58	984.96
5601.400	Intra-county expense Copy center	4,000.00	.00	4,000.00	220.00	.00	2,051.03	1,948.97	51	3,329.29
5601.450	Intra-county expense Departmental copiers	845.00	.00	845.00	70.42	.00	492.94	352.06	58	845.00
5601.550	Intra-county expense Document center	249.00	.00	249.00	7.47	.00	84.19	164.81	34	.00
5700	Contracted services	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,330.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	.00	.00	.00	.00	.00	.00	.00	+++	.00
5714	Accounting and auditing	77,300.00	.00	77,300.00	.00	.00	70,250.00	7,050.00	91	76,200.00

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Budget by Account Classification Report

Through 07/31/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
<i>Operating Expenses</i>											
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Operating Expenses Totals</i>	\$138,432.00	\$0.00	\$138,432.00	\$4,065.26	\$0.00	\$104,088.92	\$34,343.08	75%		\$133,015.52
	EXPENSE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$36,031.54	\$0.00	\$327,422.31	\$224,585.69	59%		\$550,053.66
Fund 100 - GF Totals											
	REVENUE TOTALS	552,008.00	.00	552,008.00	46,050.15	.00	322,004.13	230,003.87	58		555,368.42
	EXPENSE TOTALS	552,008.00	.00	552,008.00	36,031.54	.00	327,422.31	224,585.69	59		550,053.66
	Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$10,018.61	\$0.00	(\$5,418.18)	\$5,418.18			\$5,314.76
Grand Totals											
	REVENUE TOTALS	552,008.00	.00	552,008.00	46,050.15	.00	322,004.13	230,003.87	58		555,368.42
	EXPENSE TOTALS	552,008.00	.00	552,008.00	36,031.54	.00	327,422.31	224,585.69	59		550,053.66
	Grand Totals	\$0.00	\$0.00	\$0.00	\$10,018.61	\$0.00	(\$5,418.18)	\$5,418.18			\$5,314.76

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Budget by Account Classification Report

Through 07/31/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year Total
Fund 100 - GF	REVENUE											
	Property taxes											
4100	General property taxes	551,908.00	.00	551,908.00	45,992.33	321,946.31	.00	57.82	42.18	58	58%	552,067.00
	Property taxes Totals	\$551,908.00	\$0.00	\$551,908.00	\$45,992.33	\$321,946.31	\$0.00	\$57.82	\$42.18	\$229,961.69	58%	\$552,067.00
	Public Charges											
4601	Sales	100.00	.00	100.00	57.82	57.82	.00	57.82	42.18	58	58%	134.52
	Public Charges Totals	\$100.00	\$0.00	\$100.00	\$57.82	\$57.82	\$0.00	\$57.82	\$42.18	\$42.18	58%	\$134.52
	Miscellaneous Revenue											
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
4901	Donations	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	422.00
	Miscellaneous Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$422.00
	Other Financing Sources											
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	2,744.90
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Other Financing Sources Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,744.90
	REVENUE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$46,050.15	\$322,004.13	\$0.00	\$322,004.13	\$230,003.87	\$230,003.87	58%	\$555,368.42
	EXPENSE											
	Personnel Costs											
5100	Regular earnings	342,374.00	.00	342,374.00	24,957.04	178,589.48	.00	52.15	163,784.52	52	52%	331,716.51
5100.998	Regular earnings Budget only	3,199.00	.00	3,199.00	.00	.00	.00	.00	3,199.00	0	0%	.00
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	766.41	6,235.39	.00	6.23	(6,235.39)	+++	+++	5,782.47
5102.200	Paid leave earnings Personal	.00	.00	.00	251.54	904.13	.00	9.04	(904.13)	+++	+++	2,002.82
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	2,504.33
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	507.75	1,523.25	.00	15.23	(1,523.25)	+++	+++	4,002.00
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	1,000.00	.00	1,000.00	.00	23.21	.00	2.32	976.79	2	2%	830.06
5103.100	Premium Comp time	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	525.96
5103.200	Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300	Premium Holiday	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	(2,218.25)	.00	-22.18	2,218.25	+++	+++	.00
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	25,237.00	.00	25,237.00	1,977.21	13,931.76	.00	13.93	11,305.24	55	55%	25,913.45
5110.110	Fringe benefits Unemployment compensation	330.00	.00	330.00	33.14	224.78	.00	2.25	105.22	68	68%	583.99
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00

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BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: September 1, 2015

To: Executive Committee

From: Dan Process, Internal Auditor DP

Re: Monthly Status Update (August 1 – August 31, 2015)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects

- a. Completed: Collection, review and distribution of the 2015 2nd quarter Departmental Budget Status Reports/Financial Results
- b. In-progress: NEW Zoo Safe Funds Review
- c. In-progress: Monetary Receipts, Disbursements and Deposit Review – Treasurer
- d. In-progress: Assist the Clerk of Courts in the review of related revenue and expense accounts
- e. In-progress: 2016 Budget – County Board Office
- f. In-progress: 2016 Audit Plan
- g. In-progress: 3rd Quarter Audit Follow-up

2. Standard Monthly Duties

- a. Review of the Clerk of Courts monthly bank reconciliation
- b. Review of the County Board's monthly financial statements
- c. Preparation and review of the monthly Bills over \$5,000 Report

3. Other Miscellaneous Activities

- a. Inquiries/Questions from Board Supervisor's/Department Head's
- b. Open Records Request (1)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

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HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

September 1, 2015

Committee Meeting Date: September 8, 2015

TO: Executive Committee
FROM: Warren Kraft
SUBJECT: September Human Resources Report

Following is a summary of recent activities in the Human Resources Department:

Recruitments

- Second interviews for the top two candidates for Assistant Director – Airport will be held the last week in August.
- Recruitment has begun for Public Works Director position.
- Recruitment continues for the Deputy Executive position.
- Recruitment will begin soon for the Director of Nursing – Hospital at CTC.

Employee Engagement, Training and Communications

Two Supervisory training sessions entitled "Recruitment, Selection and Separation" were held on August 10th. Four additional, identical sessions are being held for managers and supervisors later in August.

Insurance

The Personal Health Assessments are underway this month. Weekly communications were sent to employees during July with tips to prepare for their PHA and to improve their overall health. The vast majority of them should be completed by August 31. Employees who were unable to make an appointment at one of the on-site clinics will be able to have their assessment completed at the Bellin PHA Clinic. For 2016, pending County Board approval, these results will be incorporated into employee premium contributions.

Work continues to ensure compliance with ACA reporting forms 1094 and 1095. The report deadline is January 31, 2016, and requires the County report on each employee who has insurance coverage in 2015. Testing in Logos indicated that the County will need to find an alternative vehicle to generate this report.

Wellness

The Brown County Wellness Committee meets monthly. The Committee will help the ADRC cosponsor Paul Wesselmann, also known as The Ripples Guy. Founder of The Ripples Project, Paul is a nationally-known speaker, addressing issues common to a human services work environment. He is scheduled to provide two workshops for County employees as well as several ADRC public functions.

During last month's employee picnic, the occupational health nurses offered free blood pressure screenings. Additionally, the committee surveyed employees about their wellness awareness and program participation in available offerings on various health related topics. Next month, the committee will post the survey online to reach more respondents. It intends to use the information to develop a Wellness Program Plan for 2016.

The FastCare clinic option for all benefit eligible employees will begin September 1. Additionally, Bellin is offering its e-visit program (free) for a six-month trial period. News and information about these two offerings was included at each PHA site, and was sent to employees on August 13 and during the week of August 17.

The Employee Resource Center (ERC), Brown County's Employee Assistance provider, continues to offer the Stress Management seminars. Employees can sign up and earn up to \$75 dollars in HRA money for participating.

Classification & Compensation Plan

Due to the volume of reclassification requests Human Resources has received, the recommendations will be further reviewed with the requesting departments before presentation to the Executive Committee.

Safety

- Safety inspection criteria and checklists continue to be finalized for various departments.
- A new incident form was developed for additional investigation by supervisors and department head review.
- Safety website is up and running with some tips and messages.
- The rollout of issuing new employee ID Badges is underway.

Please feel free to contact me at 448-6288 with any questions. Thank you.

cc: Troy Streckenbach, County Executive

September 16, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION
OF THE LONG TERM CARE MANAGER IN THE
HUMAN SERVICES TABLE OF ORGANIZATION**

WHEREAS, the Human Resources department has received a table of organization change request from the Human Services department; and

WHEREAS, the Long Term Care Manager in Human Services Community Programs currently supervises 61 staff in the Community Integration Program (CIP)/Community Options Program (COP) unit, the Children's Long Term Services unit and the Birth to Three unit; and

WHEREAS, due to the Family Care transition, there will be 47 less staff in the CIP/COP unit causing a shift in job responsibilities of the Long Term Care Manager position; and

WHEREAS, because of the Family Care transition and the shift in job responsibilities of the Long Term Care Manager position, the Human Services department has requested to reclassify this position from a manager role to a supervisor role; and

WHEREAS, the Human Resources department has reviewed the reclassification request and in conjunction with the Human Services department recommends the reclassification of 1.00 FTE Long Term Care Manager to 1.00 FTE Social Worker Supervisor in the Human Services table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Long Term Care Manager position to 1.00 FTE Social Worker Supervisor position in the Human Services table of organization effective November 1, 2015.

Budget Impact:
Human Services

Partial Year Budget Impact (11/1/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Long Term Care Manager Pay Grade 23	(1.00)	Deletion	\$(11,554)	\$(2,873)	\$(14,427)
Social Worker Supervisor Pay Grade 21	1.00	Addition	\$ 11,433	\$ 2,855	\$ 14,288
Partial Year Budget Impact			\$(121)	\$(18)	\$(139)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Long Term Care Manager Pay Grade 23	(1.00)	Deletion	\$(69,326)	\$(17,236)	\$(86,562)
Social Worker Supervisor Pay Grade 21	1.00	Addition	\$ 68,598	\$ 17,128	\$ 85,726
Annualized Budget Impact			\$(728)	\$(108)	\$(836)

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution will result in a savings of \$139.00 for fiscal year 2015.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved as to form by Corporation Counsel

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07/07/15

REQUEST TO: Human Services Committee

MEETING DATE: 07/22/15

REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of the Long Term Care Manager in the Human Services Table of Organization

ISSUE/BACKGROUND INFORMATION:

Due to the Family Care transition, the duties of the Long Term Care Manager will shift from a manager role to a supervisor role.

ACTION REQUESTED:

Reclassification of the Long Term Care Manager position to a Social Worker Supervisor.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No

a. If yes, what is the amount of the impact? (\$139) partial year / (\$836) annualized savings

b. If part of a bigger project, what is the total amount of the project? \$ _____

c. Is it currently budgeted? ☒ Yes ☐ No

1. If yes, in which account? _____

2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: SOCIAL WORKER SUPERVISOR-LONG TERM CARE

REPORTS TO: BEHAVIORAL HEALTH MANAGER

DEPARTMENT: HUMAN SERVICES

JOB SUMMARY:

The purpose of this position is to supervise the administration of Federal, State and County programs for people who are considered to be elderly, physically disabled, developmentally disabled and others with coexisting conditions for both adult and child programs, including B-3, Children's Waiver and Adult Protective Services and Long Term Care responsibilities.

Plans, supervises, coordinates and monitors the work of professional case managers through case consultation; develops and evaluates consumer service programs, resources, and budget to ensure cost effectiveness and quality in service delivery; participates in public relations, community outreach, and education efforts.

This position works under the direction of the Behavioral Health Manager.

ESSENTIAL DUTIES:

Participates in the planning, organization and development of a comprehensive and responsive system of community based long term care. Completes scheduling and assignment of work to subordinates; assists in the establishment of job descriptions, approves time cards and personnel forms, approves leave requests; instructs and trains employees in proper methods and procedures; develops and enforces policies and procedures; inspects work in progress and upon completion; interviews and makes recommendations of prospective job candidates; conducts performance evaluations; ensures smooth day to day operations of the programs

Facilitates the establishment of a clear vision, including planning and presentation of strategic annual and unit goals, objectives and outcome measures; assures staff and contracted agent familiarity and performance in relationship to goals and monitors regularly to determine further action steps needed.

Remains abreast of and assures the application of evidence based and best practices in assigned areas and monitors the effectiveness of programs and services.

Selects, assigns, trains, supervises and evaluates assigned staff, assuring coordination, consistency and collaboration in service delivery.

Acts as liaison and maintains positive relations with other department units, community and state groups, and agencies.

Prepares grant applications and pursues new funding initiatives in line with strategic department goals and objectives.

Develops and recommends policy and position statements for assigned programs.

Participates in and facilitates the development of purchase of service contracts, performance and outcomes measures, and oversees utilization management in assigned areas.

Serves as the Human Services Department Representative with the Community Options Program and is responsible for the annual Community Options Plan update and other responsibilities of the lead agency involved in the Community Options Program.

Maintains awareness of federal, state and county laws and regulations, local requirements and policy impacting funding and service delivery.

Assures compliance of assigned programs and staff with federal, state, and other regulatory, licensure, and accreditation standards.

Completes required state, federal and local reports with regard to unit activities and funding.

Participates in the preparation and administration of annual unit budgets and participates in the annual department budget process including presentations at Board and Committee meetings as needed.

Serves as unit contact in responding to consumer related complaints and employee grievances.
Makes recommendations for, coordinates and implements procedures for staff training.

May review and approve billing invoices.

May keep minutes or prepare agendas while acting as a committee representative.

Confers with colleagues in other County departments and agencies, and in organizations outside of the County (including community non-profit organizations) to maximize cooperation in areas of joint involvement, and to create partnerships among clients, families, staff and other public agency and private sector resources.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned by the Behavioral Health Manager.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

The ideal candidate must have a Bachelor's degree (Master's preferred) from an accredited university or college in Social Work, Human Services or related field plus three years' experience in related case work including prior supervisory training and experience; adult protective services experience or any equivalent combination of education, training and experience providing the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills and Abilities:

Knowledge of long term care programs available to both children and adults, including B-3 and Children's waiver programs, adult protective service systems operations, in addition to funding, planning and supervision of these programs.

Knowledge of social work theory and methods, family theory, systems theory, psychotherapy and psychopharmacology.

Knowledge of principles of supervision and personnel management.

Knowledge of laws, codes, funding sources, court processes, services, policies and practices, pertaining to the target populations, services areas and programs supervised.

Knowledge of services provided by local public and private agencies and organizations and how to communicate with them. .

Knowledge of the needs, experience and dynamics of target group members served.

Knowledge of federal, state, and local laws, rules and policies governing the delivery of human services.

Knowledge of principles of budgeting and revenue enhancement.

Knowledge of and ability to utilize a computer and the required software.

Ability to evaluate job performance, administer job targets and corrective actions, design and implement staff development and related effectiveness of assigned programs and services.

Ability to exercise sound judgment, decisiveness and creativity in sensitive circumstances and in situations involving direction, control, and planning.

Ability to aide in the monitoring, selection, assignment, and performance of professional and other personnel.

Ability to be decisive and to make sound judgment under the pressure of crisis or emergency situations; including application of facts and principles for developing approaches and techniques to problem resolution.

Ability to establish and maintain effective working relationships with staff, other county agencies, departments, providers and the public.

Ability to perform data analysis and the ability to coordinate and strategize using information such as client and employee grievances, program proposals and contracts, performance appraisals, research literature and State and Federal Statues.

Ability to communicate effectively, both orally and in writing.

Ability to perform basic mathematical operations, descriptive statistics and the ability to prepare and interpret basic statistical reports.

Ability to work the required hours of the position.

Ability to develop and maintain effective working relationships, communication and customer service approach.

Ability to perform basic mathematical operations, descriptive statistics and the ability to prepare and interpret basic statistical reports.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, violence and/or crisis may cause discomfort and poses a limited risk of injury.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 06/29/15

September 16, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING REORGANIZATION OF THE
TABLE OF ORGANIZATION OF THE
HUMAN SERVICES - COMMUNITY TREATMENT CENTER

WHEREAS, the Human Resources department received a request from the Human Services department to reorganize positions in the Community Treatment Center table of organization to address deficiencies determined by hospital and nursing home surveys; and

WHEREAS, the Human Services department conducted a thorough evaluation of the structure and needs of the department and determined a reorganization would realign facility needs with staffing to meet State and Federal regulations and provide budget savings; and

WHEREAS, the reorganization request includes the deletion of the following positions: (1.00) FTE Recreational Therapist, (3.90) FTE Certified Nursing Assistant, and (0.10) FTE Licensed Practical Nurse; and

WHEREAS, it further requests the addition of 1.00 FTE Therapeutic Recreational Services Manager, 0.40 FTE Certified Occupational Therapy Assistant (COTA), 0.20 FTE Registered Nurse and 0.80 FTE Social Worker/Case Manager (Masters Level) positions; and

WHEREAS, the addition of the Therapeutic Recreational Services Manager is necessary due to State and Federal regulations requiring a qualified therapeutic activity director oversee the recreational programming; and

WHEREAS, the Human Resources department has reviewed the reorganization request and in conjunction with the Human Services department recommends these changes to the Human Services - Community Treatment Center table of organization; and

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WHEREAS, it is further recommended that the Therapeutic Recreational Services Manager position be placed in Pay Grade 19 of the 2015 Classification and Compensation Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of (1.00) FTE Recreational Therapist, (3.90) FTE Certified Nursing Assistant and (0.10) FTE Licensed Practical Nurse and the addition of 1.00 FTE Therapeutic Recreational Services Manager, 0.40 FTE COTA, 0.20 FTE Registered Nurse and 0.80 FTE Social Worker/Case Manager (Masters Level) to the Human Services - Community Treatment Center table of organization.

BE IT FURTHER RESOLVED, the Therapeutic Recreational Services Manager position be placed in Pay Grade 19 of the 2015 Classification and Compensation Plan.

Budget Impact:

Human Services – Community Treatment Center

Partial Year Budget Impact (10/1/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Recreational Therapist	(1.00)	Deletion	\$(13,649)	\$(3,755)	\$(17,404)
Certified Nursing Assistant	(3.90)	Deletion	\$(35,328)	\$(11,949)	\$(47,277)
Licensed Practical Nurse	(0.10)	Deletion	\$(1,020)	\$(324)	\$(1,344)
Therapeutic Recreational Services Manager	1.00	Addition	\$ 15,582	\$ 4,046	\$ 19,628
COTA	0.40	Addition	\$ 3,807	\$ 1,253	\$ 5,060
Registered Nurse	0.20	Addition	\$ 2,806	\$ 763	\$ 3,569
Social Worker (Masters Level)	0.80	Addition	\$ 10,756	\$ 2,979	\$ 13,735
Partial Year Budget Impact			\$(17,046)	\$(6,987)	\$(24,033)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Recreational Therapist	(1.00)	Deletion	\$(54,597)	\$(15,020)	\$(69,617)
Certified Nursing Assistant	(3.90)	Deletion	\$(141,313)	\$(47,794)	\$(189,107)
Licensed Practical Nurse	(0.10)	Deletion	\$(4,081)	\$(1,295)	\$(5,376)
Therapeutic Recreational Services Manager	1.00	Addition	\$ 62,327	\$ 16,184	\$ 78,511
COTA	0.40	Addition	\$ 15,226	\$ 5,012	\$ 20,238
Registered Nurse	0.20	Addition	\$ 11,224	\$ 3,050	\$ 14,274
Social Worker (Masters Level)	0.80	Addition	\$ 43,025	\$ 11,917	\$ 54,942
Annualized Budget Impact			\$(68,189)	\$(27,946)	\$(96,135)

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution will result in a \$24,033.00 salary savings in Community Treatment Center's 2015 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved as to form by Corporation Counsel

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07/07/15
REQUEST TO: Human Services Committee
MEETING DATE: 07/22/15
REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reorganization of the Human Services – Community Treatment Center Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Human Services department conducted a thorough evaluation of the structure and needs of the department and determined a reorganization would realign facility needs with staffing to meet State and Federal regulations and provide budget savings.

ACTION REQUESTED:

Reorganize the CTC table of organization by deleting (1.00) FTE Recreational Therapist, (3.90) FTE Certified Nursing Assistant, (0.10) FTE Licensed Practical Nurse, and adding 1.00 FTE Therapeutic Recreational Services Manager, 0.40 FTE Certified Occupational Therapist Assistant, 0.20 FTE Registered Nurse and 0.80 FTE Social Worker/Case Manager (Masters Level).

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? (\$24,033) partial year / (\$96,135) annualized savings
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: THERAPEUTIC RECREATIONAL SERVICES MANAGER-
NPC, BAYHAVEN, & BAYSHORE VILLAGE

REPORTS TO: HOSPITAL AND NURSING HOME ADMINISTRATOR

DEPARTMENT: THERAPEUTIC RECREATIONAL SERVICES

JOB SUMMARY:

A position with responsibility for developing, implementing and coordinating therapy programs for clients at Brown County Community Treatment Center (CTC); functioning as a specialist of the Recreational Services Department.

ESSENTIAL DUTIES:

Establishes, plans, organizes and implements leisure services/ education and recreational activities for clients.

Develops and implements structured therapeutic groups/activities to assist clients in meeting their treatment goals.

Provides comprehensive therapeutic activities consistent with each patient's active treatment program.

Establishes program objectives in coordination with Rehabilitation Services Department.

Evaluates and revises ongoing recreation program.

Supervises, mentors, leads and directs the Certified Occupational Therapy Assistants (COTA's) and Activity staff at the CTC.

Assesses and evaluates client leisure skills and potential; also develops appropriate treatment plans.

Maintains records on client progress and evaluations and documents according to federal, state and Center requirements.

Facilitates groups with other professionals.

Assists with Quality Assurance planning and evaluation.

Maintains confidential nature of client and business information.

Counsels clients and families of clients in therapeutic recreational activities.

Orientate, train and direct volunteer program; serving as the volunteer coordinator.

Provides educational and public information programs to the community.

Establishes and maintains liaison with recreational resources in the community for development of client

programs.

Establishes and maintains therapeutic relationships with clients.

Assists in developing departmental budget and maintains recreational supplies for CTC.

Attends staff meetings, attends in-service and outside agency training sessions.

Supervises, trains and orients students, volunteers and other hospital staff about therapeutic recreation.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment

Computer

Recreational and power equipment and other related equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in therapeutic recreation, occupational therapy or closely related field and eligibility for certification; and six months field training experience in working with mentally ill, developmentally disabled and/or alcohol and other drug abuse clients; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Certified Therapeutic Recreation Specialist

Knowledge, Skills and Abilities:

Knowledge of principles, practices and techniques of recreation therapy.

Knowledge of normal and abnormal psychology, behavior management techniques and developmental stages as related to the developmentally disabled, chronic mentally ill, and AODA client.

Knowledge of group process techniques.

Knowledge of current recreation therapy assessments.

Knowledge of current practices and methods of recreational therapy as practiced in the Nursing Home and/or Hospital.

Knowledge of the needs of developmentally disabled, chronic mentally ill and AODA clients.

Knowledge of federal, state and other accreditation standards/rules/regulations.

Knowledge of principles of documentation.

Knowledge of therapeutic media and safe operation/ maintenance of departmental power equipment.

Knowledge of and ability to utilize a computer and the required software.

Skill in communicating to large groups, the public and other professionals.

Ability to plan recreational activities.

Ability to observe and interpret recreational programs to clients.

Ability to conduct leisure assessments.

Ability to establish and maintain effective therapeutic relationships with clients, family members/significant others.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to understand and carry out oral and written instructions.

Ability to organize and plan activities.

Ability to lead and participate in all aspects of active recreation.

Ability to deal with stress due to threatening or unpredictable client behavior.

Ability to keep accurate records.

Ability to plan and prepare a budget.

Ability to understand and carry out policies and procedures governing client care.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Extended periods of standing, walking and sitting, occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people, objects or injuries at varied distances under a variety of light conditions.
Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 07/08/15



**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF EATON FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and,

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and,

WHEREAS, the Town of Eaton, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and,

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Eaton established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and,

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and,

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Eaton directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Eaton fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$1,838.40	\$919.20
Expense-Clerk Typist I (LTE)	(\$1,838.40)	(\$919.20)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF EATON FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Eaton.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Eaton understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Eaton understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Eaton understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Eaton herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Eaton or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Eaton or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

James Osterloh, Town of Eaton Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF HOLLAND FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Holland, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Holland established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Holland directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Holland fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$1,833.60	\$916.80
Expense-Clerk Typist I (LTE)	(\$1,833.60)	(\$916.80)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF HOLLAND FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Holland.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Holland understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Holland understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Holland understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Holland herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Holland or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Holland or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Jerome Wall, Town of Holland Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF HUMBOLDT FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Humboldt, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Humboldt established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Humboldt directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Humboldt fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$1,563.60	\$781.80
Expense-Clerk Typist I (LTE)	(\$1,563.60)	(\$781.80)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF HUMBOLDT FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Humboldt.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Humboldt understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Humboldt understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Humboldt understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Humboldt herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Humboldt or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Humboldt or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Steve Dart, Town of Humboldt Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF LAWRENCE FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Lawrence, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Lawrence established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Lawrence directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Lawrence fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$5,560.80	\$2,780.40
Expense-Clerk Typist I (LTE)	(\$5,560.80)	(\$2,780.40)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF LAWRENCE FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Lawrence.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Lawrence understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Lawrence understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Lawrence understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Lawrence herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Lawrence or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Lawrence or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Lanny J. Tibaldo, Town of Lawrence Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

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**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF MORRISON FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Morrison, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Morrison established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Morrison directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Morrison fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$1,909.20	\$954.60
Expense-Clerk Typist I (LTE)	(\$1,909.20)	(\$954.60)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF MORRISON FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Morrison.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Morrison understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Morrison understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Morrison understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Morrison herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Morrison or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Morrison or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Tom Kempen, Town of Morrison Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF NEW DENMARK FOR
THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of New Denmark, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of New Denmark established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of New Denmark directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of New Denmark fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$1,867.20	\$933.60
Expense-Clerk Typist I (LTE)	(\$1,867.20)	(\$933.60)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF NEW DENMARK FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of New Denmark.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of New Denmark understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of New Denmark understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of New Denmark understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of New Denmark herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of New Denmark or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of New Denmark or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

William Krueger, Town of New Denmark Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF PITTSFIELD FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Pittsfield, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Pittsfield established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Pittsfield directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Pittsfield fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$3,160.80	\$1,580.40
Expense-Clerk Typist I (LTE)	(\$3,160.80)	(\$1,580.40)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF PITTSFIELD FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Pittsfield.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Pittsfield understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Pittsfield understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Pittsfield understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Pittsfield herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Pittsfield or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Pittsfield or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Keith Deneys, Town of Pittsfield Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF GLENMORE FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Glenmore, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Glenmore established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Glenmore directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Glenmore fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$1,336.80	\$668.40
Expense-Clerk Typist I (LTE)	(\$1,336.80)	(\$668.40)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF GLENMORE FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Glenmore.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Glenmore understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Glenmore understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Glenmore understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Glenmore herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Glenmore or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Glenmore or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Rick Loppnow, Town Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF GREEN BAY FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Green Bay, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Green Bay established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Green Bay directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Green Bay fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$2,454.00	\$1,227.00
Expense-Clerk Typist I (LTE)	(\$2,454.00)	(\$1,227.00)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF GREEN BAY FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Green Bay.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Green Bay understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Green Bay understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Green Bay understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Green Bay herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Green Bay or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Green Bay or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Lee De Champs, Town of Green Bay Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF ROCKLAND FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Rockland, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Rockland established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Rockland directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Rockland fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$2,103.60	\$1,051.80
Expense-Clerk Typist I (LTE)	(\$2,103.60)	(\$1,051.80)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

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**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF ROCKLAND FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Rockland.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Rockland understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Rockland understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Rockland understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Rockland herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Rockland or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Rockland or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Dennis J. Cashman, Town of Rockland Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF WRIGHTSTOWN FOR
THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Wrightstown, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Wrightstown established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Wrightstown directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Wrightstown fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$2,678.40	\$1,339.20
Expense-Clerk Typist I (LTE)	(\$2,678.40)	(\$1,339.20)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
TOWN OF WRIGHTSTOWN FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Wrightstown.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Wrightstown understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Wrightstown understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Wrightstown understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Wrightstown herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Wrightstown or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Wrightstown or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

William R. Verbeten, Town Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE VILLAGE OF DENMARK FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Village of Denmark, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Village of Denmark established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Village of Denmark directs their President to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Village of Denmark fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$2,572.80	\$1,286.40
Expense-Clerk Typist I (LTE)	(\$2,572.80)	(\$1,286.40)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
VILLAGE OF DENMARK FOR THE STATEWIDE VOTER REGISTRATION
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Village of Denmark.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Village of Denmark understands that the State intends to maintain the official centralized database of voter registration information.
2. The Village of Denmark understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Village of Denmark understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Village of Denmark herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Village of Denmark or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Village of Denmark or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Gregory Mleziva, Village President

Date

Sandra L. Juno, Brown County Clerk

Date

**RESOLUTION SUPPORTING THE 2016-2017 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE VILLAGE OF PULASKI FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Village of Pulaski, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Village of Pulaski established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2016 and 2017; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Village of Pulaski directs their President to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Village of Pulaski fulfilling its HAVA requirements.

Fiscal Impact: None

2016-2017 Agreement Brown Co.	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$3,938.40	\$1,969.20
Expense-Clerk Typist I (LTE)	(\$3,938.40)	(\$1,969.20)
2016-2017 Agreement Shawano Co.	2016 – Four Elections	2017 – Two Elections
Revenue- Chargeback	\$261.60	\$130.80
Expense-Clerk Typist I (LTE)	(\$261.60)	(\$130.80)

This resolution does not require an appropriation from the general fund. The Clerk Typist I (LTE) expenses are charged back directly to municipalities.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved as to form by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE
VILLAGE OF PULASKI FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Village of Pulaski.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Village of Pulaski understands that the State intends to maintain the official centralized database of voter registration information.
2. The Village of Pulaski understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Village of Pulaski understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Village of Pulaski herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2016 through December 31, 2017. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Village of Pulaski or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Village of Pulaski or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Reed Woodward, Village President

Date

Sandra L. Juno, Brown County Clerk

Date